

JSC Policy Charter

JPC 1152.4M

EFFECTIVE DATE: May 12, 2003

EXPIRATION DATE: Valid Until Rescinded

RESPONSIBLE OFFICE: MA/Space Shuttle Program Office

SUBJECT: Space Shuttle Program/International Space Station Program Payload Safety Review Panel

1. PURPOSE. To define the Space Shuttle Program/International Space Station Program Payload Safety Review Panel, designate its membership, and define its functions.

2. ESTABLISHMENT. The Payload Safety Review Panel was established as an internal committee to assist the Manager, Space Shuttle Program, and the Manager, International Space Station Program, in the responsibility for payload and experiment integration/safety as delegated by Headquarters.

3. APPLICABILITY. This Policy Charter applies to all organizational elements involved in the integration of payloads and experiments into the Space Shuttle and International Space Station.

4. FUNCTIONS. The Panel is responsible for conducting safety reviews in accordance with National Space Transportation System (NSTS)/International Space Station 13830, "Payload Safety Review and Data Submittal Requirements," and to assure the implementation of NSTS 1700.7, "Safety Policy and Requirements for Payloads Using the Space Transportation System;" the "International Space Station Addendum;" and NSTS/International Space Station 18798, "Interpretations of NSTS/International Space Station Payload Safety Requirements." The Panel assists payload organizations (the funding or sponsoring organizations for the experiment, payload, or mission) in assuring that safety critical payload subsystems are appropriately verified. Specifically, the Panel performs the following functions:

4.a. Assists payload organizations in the interpretation of safety requirements consistent with referenced NASA issuance, for each payload and provides recommendations for implementation.

4.b. Conducts safety reviews as appropriate during various phases of payload development.

4.c. Evaluates modifications to payloads that either affect a safety critical subsystem or create a potential hazard to the Orbiter, Space Station, or crew.

4.d. Evaluates the safety analyses, safety reports, and waiver/deviation requests prepared by payload organizations.

4.e. Assures the resolution of payload safety issues.

4.f. The Manager for Payload Safety/MA2 will submit required Certificate of Flight Readiness statements (in accordance with NSTS 08117, "Requirements and Procedures for Certification of Flight Readiness") and required International Space Station Certificate of Flight Readiness Statements consistent with the requirements in Space Shuttle Program 50108 International Space Station Program Certification of Flight Readiness Process Document) that defines the status and readiness of the flight payload safety process.

5. REPORTING. The Panel reports to the Manager, Space Shuttle Program, and the Manager, International Space Station Program. Major items which impact the Orbiter, International Space Station, or the payload and issues which cannot be resolved within the Panel will be reported to the Manager, Space Shuttle Program, and/or the Manager, International Space Station Program.

6. MEMBERSHIP STRUCTURE.

6.a. The [Panel](#) is chaired by either a primary member chairperson or alternate member chairperson from the Space Shuttle Program Integration Office.

6.b. In addition, one prime and one alternate member are provided by each of the following support organizations:

6.b.(1) Safety, Reliability, and Quality Assurance Office (Safety Engineer function)

6.b.(2) Flight Crew Operations Directorate

6.b.(3) Mission Operations Directorate

6.b.(4) Engineering Directorate

6.b.(5) Space and Life Sciences Directorate

6.b.(6) Space Shuttle Systems Integration Office

6.b.(7) Kennedy Space Center - Safety and Quality Assurance Directorate

6.b.(8) International Space Station Safety and Mission Assurance Office (for International Space Station Payloads)

6.b.(9) International Space Station Payloads Office (for International Space Station Payloads)

6.b.(10) Extravehicular Activity Project Office (for Extravehicular Activity Payloads)

6.b.(11) Safety, Reliability, and Quality Assurance Office (Executive Secretary Position)

6.c. Other members may be selected or invited by the Chairpersons as the need arises. This category includes a representative from Johnson Space Center's (JSC) Aircraft Operations Division when the use of the Shuttle Carrier Aircraft is required by the payload, Marshall Space Flight Center, Payload Projects Offices, United States Air Force for applicable Department of Defense payloads, or International Space Station Partners for their applicable experiments or if experiments being reviewed utilize/affect International Partner hardware.

6.d. Membership of the Panel is set forth in the enclosure.

7. MEETINGS. Meetings will be called by the Chairpersons, as required.

8. RECORDS, FORMS, AND STAFF SUPPORT SERVICES. Records of the Panel, and forms used by the payload safety process are maintained by the Executive Secretary. Technical and Administrative services are provided by the Safety, Reliability, and Quality Assurance Office.

9. DURATION. The [Panel](#) will continue in existence until terminated.

10. REVISIONS. Revisions to this JSC Policy Charter will be concurred on by all primary member support organizations.

***11. RESCISSION.** JSC Policy Charter 1152.4L, dated February 1, 1999.

*Denotes change from previous version, JPC 1152.4L.

Original signed by:

Ronald D. Dittmore
Manager, Space Shuttle Program

Original signed by

William H. Gerstenmaier
Manager, International Space Station Program

Payload Safety Review Panel (PSRP) Membership

Organization	Primary Representative	Alternate Representative(s)
Chair	Axel M. Larsen/MX	
Chair	Scott Wolf/MX	
Chair	VACANT	
Executive Secretary	Michael L. Ciancone/NC4	Dean W. Moreland/NC4 Summer Rose/NC44 John Steils/NC44 Christine Stewart/NC44 Walter Stoerkel/NC44
S&MA	Michael L. Ciancone/NC4	Designated Payload Safety Engineer
Flight Crew Operations Directorate	Judy Rickard/CB	Curt Broussard/CB
Mission Operations Directorate	J. Mark Childress/DA8	Dennis Knutson/DA8
Engineering Directorate	Barry Wittschen/EA	Gary Henning/EA Leo C. Benal/EA
Space and Life Sciences Directorate	Bob Spann/SM2	K. (Lele) Newkirk/SM2
Space Shuttle Systems Integration Office	Steve Kunkel/MO2	Harry Maltby/USA
KSC ISS & Payloads Processing Directorate, S&MA Division	John C. Dollberg/KSC	Bob Deliwala/KSC
ISS Payloads Office	Tim Smith/MSFC/FD26	Brian Blair/MSFC/FD32
ISS S&MA	Gary Musgrave/NE121	Daniel Londa/NE121 Moullid Mohamed/NE121
EVA Projects Office	Stephanie Barr/NT	Designated EVA Office Flight Lead Scott Staton/NT
European Space Agency (ESA)	Tommaso Sgobba	Rolf Domesle
Japan Aerospace Exploration Agency (JAXA)	Hideo Hasegawa	Isao Kanazawa
Canadian Space Agency (CSA)	Victor Chang	Robert G. Brown/OR
Russian Federal Space Agency (FSA)	Pavel Vorobiev/RSC-E	Mikhail Azeev/RSC-E

June 10, 2004